

DARTMOOR FOREST PARISH COUNCIL
Minutes of the Council meeting held on Tuesday 8 January 2013
in the Community Centre, Princetown at 7.30 pm

Present

Princetown
David Worth
Emma Derham
Cliff Palmer
Wendy Stones
Paul Turnbull

Postbridge
Val Greatrex
Wendy Watson

Hexworthy/Huccaby
Alison Geen (Chair)

Apologies

Princetown
Gregg Manning

Postbridge
None

Hexworthy/Huccaby
None

Absent without Apology

Princetown
None

Postbridge
None

Hexworthy/Huccaby
None

In Attendance

PC Dave Pickles (for item 4)

There were two members of the public present

A G E N D A

1.	To receive apologies
2.	To accept the minutes of the meeting held on 3 December
3.	Matters arising from the previous meeting and not on the Agenda
4.	Report from Beat Manager
5.	Precept for 2013/14
6.	Recruitment of litter picker
7.	Community Centre & Youth Club
8.	Repairs & maintenance
9.	Update on Highways jobs
10.	Reports from Committees
11.	Reports from meetings with other groups
12.	Correspondence
13.	Financial management
14.	Planning applications
15.	Urgent matters at the Chair's discretion
16.	Any other business

1. Apologies

There was an apology from Gregg.

Les no longer lived in Princetown and had sent a verbal resignation via Wendy S [Post-meeting note; written resignation received

PC Dave Pickles would be late to the meeting, so the running order was adjusted accordingly

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2. Minutes of the previous meeting

The minutes of 3 December were agreed as a true record and signed by the Chair

3. Matters arising from the previous Meeting

- 3.1 **Website quotes** – The two potential suppliers had been asked, as agreed, to re-quote including facilities to provide compliance with the Equality Act 2010. One supplier had dropped out because they did not have the experience required. The other supplier had more experience and had said that the cost of producing a website would increase by £345 to £1,196. The Parish Council's Standing Order required that contracts for work in excess of £1,000 must be advertised and subject to full quotation. The Clerk was concerned that this route would cost money, for advertising, and would take longer, thereby delaying implementation of the website

DECISION; It was agreed that the full quotation route should be taken

ACTION; Clerk to investigate possible sources of grant funding for some of the costs with the Equality Commission and the Town and Parish fund (TAP)

- 3.2 **Princetown Toilets** – The Clerk's research had revealed that DNPA had defined a Toilet Strategy some years ago, which was still in operation. This stated that the Authority would not maintain and operate toilets that were in "settlements". Under this strategy, Princetown was considered to be a settlement, and Postbridge was not. This was despite the latter being defined as a settlement in the Authority's Development Management and Delivery Development Plan of 2012

It was noted that visitor numbers to the car park had been given as 66,000 per year in the DNPA report on car park charges, which was presented to the DNPA Members last year. Furthermore, it was noted that numbers passing through the Visitor Centre in Princetown had once been in the region of 200,000 per year. Whilst this number had dropped considerably since DNPA had levied a charge for entry to the Visitor Centre, this charge was to be removed in the current year, which would see numbers rise again.

DECISION; The Clerk recommended that the Parish Council should put its case for the Authority to change Princetown's definition as a settlement to the Chair of the Authority and ask for the matter to be discussed at a Members' Forum meeting. It was agreed that, as a starting point, a letter should be sent both to the Chair of the Authority and the Chief Executive drawing attention to the apparent inconsistency in definition of a "settlement", and requesting a rethink about the application of its Toilet Strategy in Princetown

- 3.3 **Dispensation Requests** – Councillors had previously received a model Dispensation form, as supplied by WDBC

DECISION; The motion to specify that dispensation requests should be made to the Clerk no less than ten days before the meeting to which the dispensation related was proposed by David, seconded by Wendy S and carried unanimously

- 3.4 **Water Runoff Station Road, Princetown** – The yard in question was being used by SWH (formerly South West Highways). Three members of SWH had inspected the site. There appeared to be a wall across the site, and there was a bank up to the wall, so it had been difficult to see how the water was escaping into the resident's garden, which was lower than the bank and the wall. One gully was found to need clearing, and this would be done soon. SWH were willing to meet the resident for an on-site consultation. Contact was Gerald Hicks on 01752 698 726

- 3.5 **Meeting dates** – The Clerk was unable to attend the meeting on 12 February. It was agreed to move the meeting to 5 February.

[**Post-meeting note;** the required date for June's meeting in Postbridge was not available, so the meeting would be held in Princetown]

- 3.6 **Duchy Square procurement process** – Nothing heard yet

- 3.7 **Local Business self-help** – David's action to contact local businesses was carried forward

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- 3.8 **Fern/Heather Terrace wall** – Reply still awaited from the Duchy regarding ownership
- 3.9 **Removal of Taxi Rank in Princetown** – The legal process was in progress, managed by WDBC not Highways
- 3.10 **Christmas tree lights** – Emma said that she had a quote of £340 for four sets of lights that could be supplemented, as required. She was currently investigating the need for barriers around the tree and whether this was a statutory health and safety requirement
- 3.11 **Dog litter sign** – The metal sign was in place by the path through the churchyard and had not been damaged thus far [**Post-meeting note**; six more metal signs to be ordered]

4. Report from Beat Manager

Dave said that there had been a multi-organisation meeting at Ashburton recently to review measures to prevent forest raves on Dartmoor in the coming season. He said that he did not yet have any information about the outcomes from the meeting

Discussions were currently taking place regarding the possibility of local Police resourcing from a base in Tavistock

The helmetless biker in Princetown was still a problem and Dave asked for information from residents to be reported via the 101 police line

Wendy S said that parking on Tavistock Road outside and opposite the school at start/end of the school day had reached dangerous levels. Dave said that he would look into this matter

David W reported that he had found a crossbow bolt on the footpath behind the school

5. Precept 2013/14

A second draft of the budget for 2013/14 had been distributed to Councillors prior to the meeting, with the £200 allowance for a fifth dog litter bin being the only change. The Clerk said that she had subsequently received confirmation from Don Agnew that he was able to carry out the audit of accounts, as usual. This reduced the budgeted figure for the audit from £200 to £50. A third draft of the budget was distributed, including the audit cost reduction

The clerk distributed a copy of the Tax Base Table and the proposed changes

A proportion of the council tax currently received by the Parish Council as its Precept was funded from the Government funded council tax benefit "pot". However, this funding would cease from 6 April, which meant that parish/town councils would have a shortfall in income. The Government was paying WDBC a sum of money ("transition support grant") to help to fill the gap, and WDBC was responsible for allocating the amount of grant to each parish/town council. They were under no statutory obligation to allocate the whole of the grant to town/parish Councils, but had chosen to do so.

The effect of the new arrangements on the tax base was;

- A reduction of 55 for residents on council tax benefit
- An increase of 1.65 for changes to relief to 2nd homes
- An increase of 7.65 for changes to relief for empty homes

It was not yet known yet whether the transition support grant would also be available in 2014/15. The Clerk recommended that the situation should be reviewed in October, when more may be known about the level of government grant on offer (if any)

DECISION; The Clerk proposed that the Council should keep the precept at the same level to residents as in the current year. This would mean that the Parish Council would receive £15,702 in precept, plus £1,919 in transition grant, making a

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total of £17,621. Whilst this would mean a total reduction in income for 2013/14 of £104, there would be no change in the proposed spend, but a reduction of the forecast surplus at the end of 2013/14 from £135 to £31. This would have a negligible impact on budget management for the year. The Clerk's proposal was carried unanimously

More information was available on the recalculation of the tax base, if required

6. Recruitment of Litter Picker

There had been three applicants for the job, and applications had been sent to Councillors before the meeting.

DECISION; It was agreed unanimously that the shortlist should comprise one candidate

Wendy S, Paul and the Clerk would interview the shortlisted applicant during week commencing 15 January

7. Community Centre and Youth Club (Wendy S)

7.1 **Community Centre** - Nothing to report. The lease was still awaited

7.2 **Youth Club** - Nothing to report. The lease was still awaited [**Post-meeting note;** Adrian Kemp had received the draft lease from the Duchy]

8. Repairs & Maintenance

8.1 **Flooding in Oakery Crescent** – The problem would require a multi-agency solution. South West Water and West Devon Homes would be carrying out inspections and devising a solution to the problem in the next two weeks

8.2 **Burrator Parish problem** – Hedging on the road into Dousland was damaging passing vehicles and needed cutting back

8.3 **Boggy Road** - DNPA to be asked to address the problem of boggy areas on the path between Nun's Cross and Tor Royal. Paul provided a map that pinpointed the areas

9. Update on Highways Jobs

9.1 **Disabled Bay in Princetown** – At Paul's request the Clerk had checked out the background to the new bay in Two Bridges Road. Highways had confirmed that the bay was of standard length (6.6m) and that the applicant was a blue badge holder. It was noted that Parish/Town Councils were no longer mandatory consultees for disabled bay applications. The Clerk had also established that Highways did not carry out any follow up checks for change of circumstances (e.g disabled person moving away) and were reliant on members of the public or local councils to inform them

9.2 **New Jobs**

- **Station Cottages** – Pothole in the road near the junction with Tavistock Road
- **Rundlestone Signage** – Improvement in signage to Princetown to avoid drivers taking the turn to North Hessary Tor by accident
- **Drain cover** – Drain cover dropped in Tavistock Road outside the Prince of Wales
- **Drain blocked, Princetown** – Drain blocked in Tavistock Road outside the property known as Keystones
- **Drain blocked, Postbridge** – Drain blocked at the junction of Penlee Lane and the B3212
- **Dunnabridge Common** – Pothole on the Common near Smith Hill Farm

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9.3 Existing Jobs Outstanding

- **The “pedestrians in road” sign, New London** – Nothing to report
- **Cattle Grid Sign, Rundlestone** – Work partially completed
- **Broken Pipe, Postbridge** – Causing garden to flood in Wesley House
- **Saddlesbridge** – Drain clearance still outstanding
- **Two Bridges Road** – Flooding at the bottom of New London

10. Reports from Committees

10.1 **School (Wendy W)** – New term just started. Nothing to report

10.2 **Play Area (Cliff)**

Repair to the signage at the top of the play area was still outstanding

Results of the grant application to Councillor Sanders were awaited. The grant Panel would meet between 20 and 25 January

The draft for the Biffa Award grant application was now in an advanced stage and would be finalised shortly

WDBC had been in touch to say that a £2,500 grant for play area equipment for the under-7s had been reserved for the Parish Council in 2010, but had not been claimed within a year. It was agreed with WDBC that the grant would be held for the Parish Council until the outcome of the application for funds from Councillor Sanders was known

Cliff was keeping the area free of litter and reported that he had found a large amount of litter and broken glass recently

10.3 **Cemetery (Val)** – The family of Mr White was making arrangements for erection of a memorial stone

10.4 **Emergency Plan (David)** – A meeting of volunteer snow wardens was being arranged

10.5 **Parish Plan Sub-Group** – Nothing to report

10.6 **Parking Sub-Group (Gregg)** - Nothing to report

10.7 **Fire and Rescue (Paul)** – Work on the extension to the Station building would start before the end of January. A new recruit would be starting in April

11. Reports from Meetings with Other Groups

11.1 **Southern Link Committee (6 December 2012)**

It was noted from the minutes of the December meeting that the separation of HMP crime figures had been taken as an action by Sgt Dave Anning

Clerk to inform the appropriate PCSO of the volunteer names for Speedwatch training

11.2 **Localism Update** – The Clerk reported that the proposed localism workshops had been cancelled “due to low response” but WDBC had not provided the necessary information to enable Councils to make informed decisions

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about taking on additional services. The Clerk had written to Councillor Lynne Rose to express concern about the misrepresentation of “low response”

12. Correspondence

- 12.1 **Extension to Princetown Graveyard** – Reverend Nick Shutt was carrying out an informal consultation with a view to extending the burial space as the existing areas were now full
ACTION; - David said that the History Club had surveyed the churchyard and produced a report some years ago. He undertook to provide Reverend Shutt with a copy of the report
- 12.2 **Parish Paths Partnership Scheme** – Money is available for costs associated with maintaining public access and rights of way. This was not applicable since the Council does not have responsibility for paths in the Parish
- 12.3 **Strategic Housing Market Needs Assessment** – The assessment was currently being undertaken by a joint effort between DNPA, Plymouth Council, Cornwall Council, South Hams District and West Devon Borough Councils. A document giving more detail was available if required
- 12.4 **New HMRC Regulations** – The new requirements to provide online information to HMRC for payroll transactions will be carried out by South Hams District Council’s payroll office without charge to the Parish Council

13. Financial Management

13.1 Summary for December

Payments made			
	Ref 664	B Hibbert – Jubilee bench inscription	£400.00
	Ref 665	Duchy of Cornwall – hire of Community Centre	£30.00
	Ref 666	E Derham – re-imburement for tree lighting	£77.98
	Ref 668	M J Druett – grass cutting	£235.00
Receipts			
	Ref 662	Pre-School play area donation	£250.00
	Ref 663	Interment fee from S Arrowsmith-Brown	£50.00
	Ref 667	Santander share dividend	£9.36
	Ref 669	Charity shop play area donation	£250.00
Balance in bank 31 December			£20,163.54
To Receive			
	Ref 670	Sales of Jubilee mugs – Postbridge	£88.20
To pay		Nil	

13.2 Jubilee Funds as at 31 December 2012

INCOME				
	Donations	£885.00		
	Sale of mugs Princetown	£182.20		
	Sale of mugs Princetown	£42.00		
	Sale of mugs Hexworthy	£5.00		
	Sale of mugs Postbridge	£88.20		
PRECEPT		£750.00	£1,952.40	
SPEND				
	Purchase of mugs	£1,153.52		
	Vectoring DFPC logo	£55.00		

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	Items for party (plates etc.)	£159.13	£1,367.65	
SURPLUS				£584.75

14. Planning Applications

14.1 The following planning applications were received in December

DNPA Ref. & Applic. Type	Description	Location	Comments
12/0657 DPP	Extension to existing cattle shed for loafing area	Prison Farm Princetown	Supported
12/0623 DPP	Removal of agricultural buildings and erection of multi-purpose buildings for holiday let, workshop, garaging and implement store	Yellowmeade Farm Princetown	Not supported. Too large and out of keeping with its surroundings. There had been four letters of support as well as the Council's refusal to support, so the matter will go to Committee on 1 February. Councillors declined to go and put the case personally at the Committee meeting
12/0610 DPP	Erection of woodchip processing shed and store	Brimpts Farm Dartmeet	Supported
12/0562 DPP	Removal and replacement of asbestos slate with natural slate	Garage to rear of High Moorland Office Tavistock Road Princetown	Granted: Work to begin within 3 years Roof to be covered in natural slate, nailed into place, and to remain so at all times Work to be carried out between 1 October and 31 March
12/0429 DPP	Siting of ground mounted solar panels	3 Mine Cottages White Works	Granted: Work to start within 3 years Panel details, including framing and reflective qualities of facing panel surface to be agreed before installation Panels, foundations and mounting structure shall be permanently removed upon the panels, or any agreed replacements, becoming redundant
11/0480 Change of use	Change of use of upper yard to livery/trekking centre	Tor Royal Farm Princetown	Withdrawn at applicant's request

14.2 **DNPA Enforcement Consultation** – The Park Authority was currently reviewing the efficiency and effectiveness of its enforcement service and had asked for responses to a questionnaire. The Clerk would complete this on behalf of the Council

14.3 **Government planning proposals** – The News Release regarding WDBC's intention to lobby Government over proposed planning changes (e.g. relaxation of rules on need for planning applications) was noted

15. Urgent Matters at the Chair's Discretion

15.1 **Postbridge Refuse Problem** – The problem of refuse left on the verge near the East Dart Hotel persisted. Clerk to week help/advice from WDBC

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15.2 **Les Parr** – Letter of thanks for his help and support as a Councillor to be sent

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16. Any Other Business

- 16.1 **Moor Trees Presentation** – Representative from Moor Trees to be asked to give a short presentation at the Annual Parish Meeting in May about phase II of the Prison project
- 16.2 **Community Centre Grit Box** – Suggestion to be made that the grit box would be more accessible if it was unlocked and re-sited by the passing place on the access road to the Centre
- 16.3 **Letter of Thanks** – A letter of thanks had been received from the WI for the Council's donation of a bottle of wine as a raffle prize to raise funds for the seniors' Christmas lunch

PUBLIC SESSION

Items for discussion at next months' meeting were;

- Advantages/disadvantages of moving the public session to the start of the meeting
- Advantages/disadvantages of allowing unsigned minutes to go into the public domain

Next Meeting

There being no further business, the meeting closed at 10.07 pm

The next Parish Council meeting will be at **7.30 pm Tuesday 5 February 2013** in the **reception area of the Community Centre, Princetown**

David will chair the meeting.

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List of Sub-Committees and Groups

Parking Sub-Group – Gregg, Paul

Parish Emergency Group – Cliff, Wendy S, Paul

Parish Plan Sub-Committee – Alison, Val, Wendy S

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